

MINUTES
SPECIAL MEETING OF THE BOARD OF SUPERVISORS
EXECUTIVE BOARD
RUTLAND COUNTY SOLID WASTE DISTRICT
November 30, 2020 at 3:00pm

Web Conference Link posted on the District website, www.rcswd.com,
and the District Facebook page for public attendance.

MEMBERS PRESENT:

Brandon		Mount Tabor	
Castleton	Tim Gilbert*	Pittsford	Nancy Gaudreau
Castleton (Alt.)		Pittsford (Alt.)	
Clarendon		Poultney	
Danby		Proctor	
Hubbardton		Rutland City	Bill Gillam*
Ira	Larry Taggart*	Rutland City	Rebecca Mattis
Killington		Wallingford	
Mendon	Susannah Loffredo*	Wells	
Mount Holly	Clint Woolley	West Rutland	Chet Brown

* = E-Board Members

OTHERS PRESENT:

Mark Shea, RCSWD Manager

Gregory Giles, RCSWD Treasurer

Daniel Hofman, RCSWD Waste Reduction Program Coordinator

- CALL EXECUTIVE BOARD MEETING TO ORDER.
 - Mr. Taggart asked if the quorum requirements had been met. Mr. Shea confirmed as such. Mr. Taggart called the meeting to order at 3:02pm.
- APPROVAL OF E-BOARD MINUTES OF OCTOBER 7, 2020.
 - Mr. Gillam moved to accept the prior meeting minutes of October 7, 2020.
 - Mr. Gilbert provided the 2nd and a roll call vote was held to determine all those in favor.
 - The motion passed unanimously.
- NEW WEBSITE APPROVAL.
 - Mr. Shea provided attendees with materials for the meeting, which included the Agenda, draft E-Board meeting minutes from October 7, 2020, draft Capital Improvement Plan (CIP), pictures of transfer station equipment and District vehicles, proposed 2021 budget, and transfer station price increase proposal.
 - Mr. Shea discussed the new RCSWD website for Board approval. He noted that the initial cost for setup and data migration from the current website is discounted at \$3,000.00, however that cost would increase to \$10,000.00 should we not sign the agreement by year-end. Mr. Shea advised that this cost has been included in the proposed 2021 Budget.
 - Mr. Gilbert agrees that the new website proposal sounds like a good idea to pursue and asks about costs going forward. Mr. Shea noted that it should be \$3,000.00 annually, but he will

get confirmation. Ms. Loffredo inquired whether this company offered training for users, Mr. Shea confirmed it does.

- Mr. Taggart suggested the full Board should vote on the matter at the next meeting.
- REVIEW 2021 CAPITAL IMPROVEMENT PLAN (CIP).
 - Mr. Shea presented the proposed Capital Improvement Plan and its impact on the upcoming budget. He discussed the long-term goal of planning for necessary capital investments, noting the current condition and impending need to replace heavy equipment and several vehicles in the coming years.
 - Mr. Gilbert states that he will not vote to approve any purchases of new equipment until the District has a maintenance schedule in place and appoints a staff member to be responsible for it. He notes that the District has incurred a lot of unnecessary costs in the past due to lack of maintenance and we should have a maintenance schedule to prevent future losses.
 - Mr. Shea confirmed that vehicles and equipment are being maintained appropriately, but that we will put together a formal maintenance plan and appoint staff as appropriate to manage it.
 - Discussion shifted to the possible investment in food-waste composting infrastructure at the transfer station in order to take advantage of a Vermont state matching grant. Various Board members discussed the pros and cons of the idea, with Mr. Gilbert noting potential unintended consequences and feels much further consideration would be needed.
 - Mr. Taggart suggests the food-waste composting plan be put off until more information is available. The Board members agreed.
- REVIEW 2021 BUDGET PLAN.
 - Mr. Shea presented the 2021 Draft Budget Plan as included in the meeting materials. He noted a 5% decrease in revenue and a 6% decrease in expenses compared to the prior year budget.
 - Discussion continued around the need for price increases on annual permits, yard waste, minimum scale fees, and per-bag fees. Overall the focus is on having each program pay for itself and being sure operating costs are covered. Mr. Shea noted most of the prices haven't been increased for many years.
 - Mr. Taggart recommends Board members review the suggested price increases and pass it on to the full Board for consideration. Mr. Shea encouraged the Board to approve, as the anticipated budget revenues are dependent, in part, on the increased fees.
 - Mr. Taggart asked if there were any other areas of specific concern. Mr. Shea informed the Board that the town of Pittsfield will likely join the District in the coming year. No other issues were brought forward and budget discussion closed.
- ADJOURN
 - Mr. Gilbert moved to adjourn the E-Board meeting. Mr. Gillam provided the 2nd, and through roll call vote the motion to adjourn passed unanimously.

Respectfully Submitted,

Gregory Giles - Treasurer